

DD / S R E G I S T R Y

FILE

Training 6

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

**SUBJECT : Participation by DCI and DDCI in Midcareer
Executive Development Course No. 8**

1. This memorandum suggests action on the part of the Director of Central Intelligence and the Deputy Director of Central Intelligence. This action is contained in Paragraph 3.

2. We are hopeful that both Admiral Raborn and Mr. Helms can participate in the forthcoming Midcareer Executive Development Course.

3. We would like to have the Director deliver a fifteen to twenty minute address during the opening session of the Course, and to have Mr. Helms make the closing address and present graduation certificates on the final day. We would be equally pleased, of course, to have the order of appearance reversed.

4. The initial session of the Course is scheduled to be held on Wednesday, 5 January 1966, in Room 7E26 Headquarters Building. The talk by the DCI or the DDCI is planned for 1330 hours. However, it can be arranged for any time between 1330 hours and 1530 hours. The address might be in the nature of a welcome to the members of Midcareer Executive Development Course No. 8 and might include observations concerning the value to the Agency of the Course and of the Midcareer Training Program. The talk might touch upon the need for managerial know-how, for the highest standards of professionalism in all aspects of the Agency's endeavors, and for increased awareness of the problems and opportunities facing the U.S. Government both at home and abroad.

5. The graduation ceremony is to take place at about 1500 hours on Friday, 18 February 1966, in Room 1A13 Headquarters Building.

JOHN RICHARDSON
Acting Director of Training

CONCUR:

SIGNED R. L. Panzerman

7 DEC 1965

Deputy Director for Support

Date

STAT

OTR/MSOC/[] mac (30 Nov 65)

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TRANSMITTAL SLIP		DATE 3 December 1965
TO: Mr. Bannerman (via Mr. Warfield)		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your signature.</p> <p><i>Do you want to suggest that the DCI say a few words about integrating the directorate?</i></p> <p><i>WFV</i> WFV</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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